

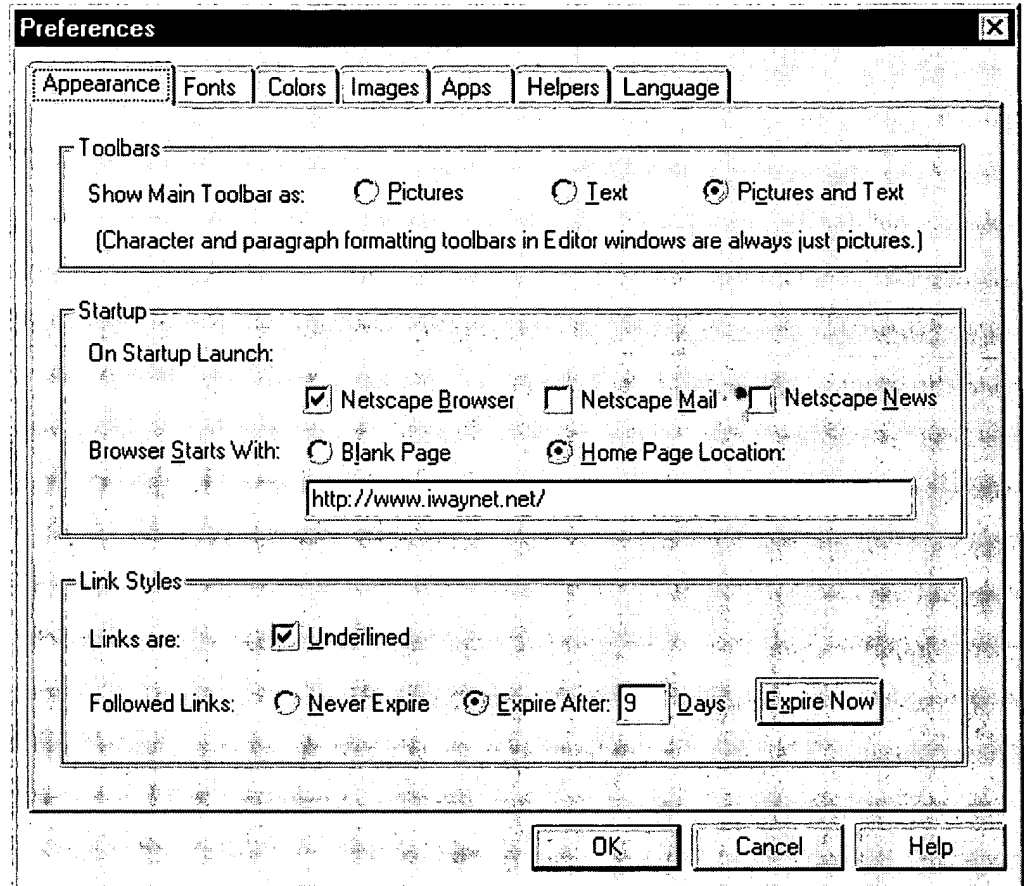


## Configuring Preferences

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### Selecting a Homepage

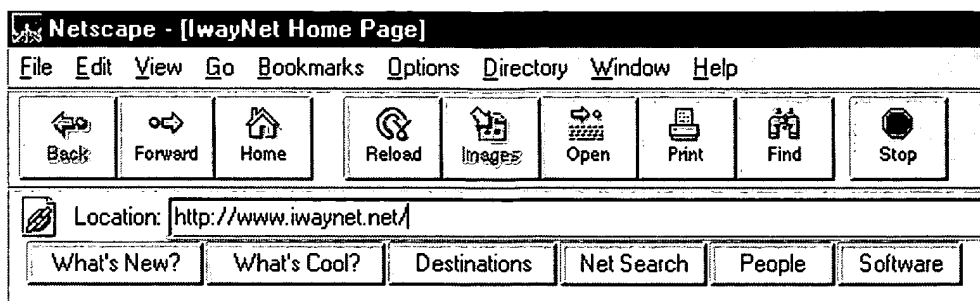
1. Click the **Options** menu and select **general preferences**.
2. Select the **appearances** tab.
3. In the area marked **Startup**, enter the address of the website you would like Netscape to go to upon start up of web browser.



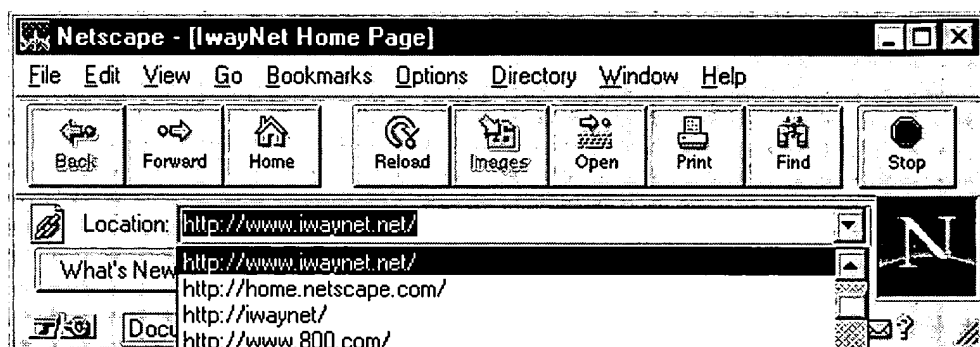
### Opening A New Web Page

If you know the URL (or address) of a new Web Page that you would like to visit, the easiest way to go there is by simply typing in the address into the "Location" field.

1. Click your mouse in the "Location" bar.
2. Type in the address of the Web Page you would like to visit (i.e. [www.iwaynet.net](http://www.iwaynet.net)) and press your "Enter" or "Return" key.



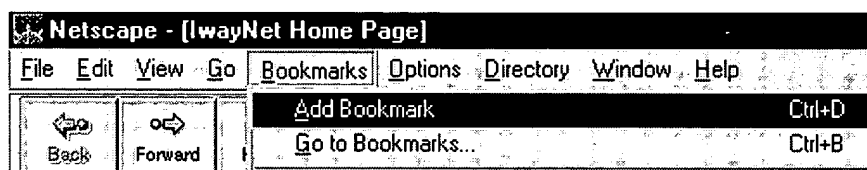
The **History** is a nice feature that stores every URL you visit (up to the number of days you have specified in preferences) for quick access. It also remembers the URLs so if you type an address that you've already visited it will automatically finish the address after entering a few letters of the URL. The **History** is easily accessible under the Navigator Menu Bar.



## Managing Your Bookmarks

So, now that you have browsed the web and found some great informational sites, how can you get back to them without having to type in the address each time? Netscape uses **Bookmarks** which are easy to use and navigate.

1. If you're viewing a Web Page that you will want to return to in the future, click on the **Bookmarks** menu and select **Add Bookmark**.



2. To return to a Web Page that you have bookmarked, click on the **Bookmarks** menu and select the name of the Web Page from the list of all the bookmarks that you've made.

So now you have dozens of bookmarks and it's hard to find the one that you want! No problem, now we'll teach you how to manage your bookmarks for easy navigation. Click on the **Bookmarks** menu and select **Go to Bookmarks....** (See above image.)

### Deleting a Bookmark

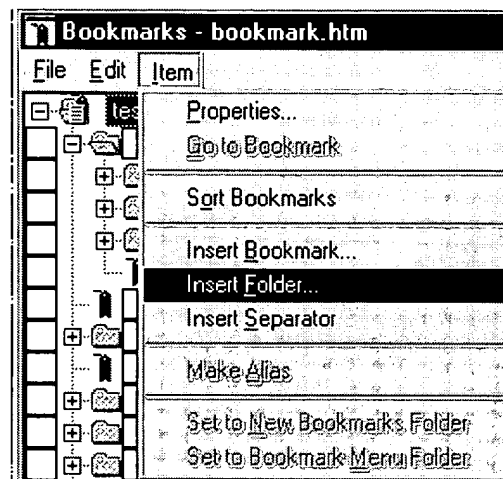
1. Click one-time on the bookmark you want to delete.
2. Next right-click one-time on the bookmark you want to delete and select **Delete** from the drop-down list.

**Editing the Name or URL**

1. Click one-time on the bookmark you want to edit.
2. Next right-click one-time on the bookmark you want to edit and select **Properties...** from the drop-down list.
3. In the new window you can edit the Name or URL of the bookmark.

If you want to **Organize** your bookmarks into folders (i.e. Search Engines, Shareware Archives, Software Companies) making them easier to find, just follow the below instructions.

1. If you viewing a Web Page that you will want to return to in the future, click on the **Bookmarks** menu and select **Go to Bookmarks**. (See above image.)
2. Click one time on the top-most folder so it is selected.
3. Next click on the **Item** menu and select **Insert Folder**



4. Type in the Name of your folder and click on the "OK" button.
5. Now you can **drag** the bookmarks you choose into this folder.

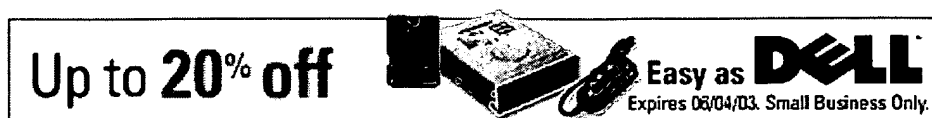
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TECHNOLOGY ADVICE YOU CAN TRUST

## Windows Tips

**Organize your Favorites menu; use keyboard "longcuts" to cut down on wrist-wrench mouse activity.**

From the April 1999 issue of PC World magazine

If you use Windows 98 or Internet Explorer 4.x with Windows 95, you know what an effective navigation tool the Favorites bar is, letting you jump quickly to your, er, "bookmarked" sites and to local folders. (What? You didn't know you could save folders as Favorites? Read on.) Unfortunately while some people prefer to separate their favorite sites from their frequently accessed local files, the Favorites bar insists on displaying both together. Here's a quick-and-dirty work-around, inspired by the nice separator line you get with Netscape Navigator's Bookmarks menu.

First, make a shortcut you can use as a dividing line: Open your Favorites folder (C:\Windows\Favorites) or choose *Favorites, Organize Favorites* in Internet Explorer. (If you have IE 5, you must go directly to the folder; the new Organize Favorites dialog box won't let you create shortcuts.) Right-click in an empty part of the folder and choose *New, Shortcut*. When prompted to provide a Command line, type the path to any useful file or folder, for example, c:\windows\favorites--and click Next. For the shortcut name, type a line of underscore marks or hyphens. Click Finish.

Now make the icon less conspicuous: Right-click the shortcut and choose *Properties*. Click the Shortcut tab, and then click Change Icon: Choose the available tiny icons, such as the small shortcut arrow, and click OK twice. If you're using IE 5 and working in the Organize Favorites dialog box, click Close. Click the label Favorites at the top of the pane and hit F5 (refresh) to apply the new order.

Now choose your Favorites menu from the Explorer menu bar, and drag and drop icons so all Internet folders and icons are on one side of the line and all shortcuts to often-used files and folders on your computer or network are on the other.

Oddly, unless you have IE 5, you may have to perform this chore multiple times--once to arrange the Favorites menu on the Start menu, once to arrange the Favorites menu on the Explorer menu bar, and again to reach the Favorites Explorer bar (the one you see when you choose *View, Explorer Bar, Favorites*). But once you do, the Favorites menu is much easier to navigate. What happens when you add new items to the menu? If you put new items into the appropriate folders within the Favorites folder, things will take care of themselves. If you add shortcuts to the Favorites folder directly, you may need to do some periodic drag-and-drop maintenance to keep things in order.

For those of you who didn't know, here's how to add files and folders to the Favorites menu: Right-click My Computer and select *Explore*. Click the Favorites button on the toolbar (the one that looks like a folder with an asterisk), navigate through your system to the files or folders you want to add, right-drag them to the Favorites pane at the left, and select *Create Shortcut(s) Here*. If you're using Internet Explorer 5, select the file or folder you want to add to Favorites, and click the Add button at the top of the Favorites pane.

## Keyboard Longcuts: The Next Best Thing

Every move you make on your computer can be a little faster if you do it with the keyboard instead of the mouse. Even if you have to hit a couple extra keys, using the keyboard is still faster than reaching for the rodent. Alas, Microsoft didn't create keyboard shortcuts for all of your repetitive chores. Here are some of my favorite keyboard work-arounds for shortcuts I wish Microsoft had included.

**Squelch the screech.** When the phone rings or the boss walks in, you don't want your computer to keep blaring out silly system sounds, your last audio CD, or some Internet broadcast. Unfortunately, the conventional way to silence your system is to fumble with the mouse and click the little speaker icon in the taskbar so you can check the Mute box. Sheesh. Try this instead: In Windows 9x, assign a keyboard shortcut to the Volume Control utility by right-clicking the Start button, choosing *Open* or *Explore*, and navigating to the Start Menu\Programs\Accessories\Multimedia (or

Entertainment, in Windows 98) folder. Right-click the Volume Control icon and choose *Properties*. Select the Shortcut tab and click in the Shortcut box. Press your preferred keys (letter or number), which must start with *Ctrl-Alt*, *Ctrl-Shift*, *Shift-Alt*, or *Ctrl-Shift-Alt*. The next time you need temporary silence, press your shortcut key combination to display the Volume Control, then press *Alt-M* to mute all volume levels. Because some sound drivers use the *Alt-M* shortcut for more than one volume level, you might have to hit Space afterward or customize the Volume Control so it shows the master volume only (select *Options*, *Properties*, uncheck the volume controls you don't want, and click OK). When you're ready to return to the old sound level, access the Volume Control with your shortcut key combination, press *Alt-M* to restore the sound, and *Alt-F4* to close the volume window.

**Doing the desktop in dialogs.** I frequently save files to the desktop for a quick browse before deleting them. But once I choose *File, Open* or *File, Save As* (or the keyboard equivalent), I'm left with no instant way to navigate to the desktop. Applications that use the Windows 98 common file dialog boxes (see "[Differences Between Windows' and Office's Dialog Boxes](#),") give you a handy button for quick trips to the desktop. But if you're using another version of Windows or want to use the keyboard, you need a different maneuver. The fastest way to get to the desktop from a Win 95 or 4.0 file dialog box is to press in sequence *F4, Home*, and *Enter*. If you want the file list to be active after getting to the desktop, press *F4, Home, Tab* instead. If you would like to type a file name immediately after reaching the desktop, press *F4, Home, Tab*, and *Tab*.

Windows 3.x doesn't have a desktop you can use for storage, of course, but if you maintain a directory for work or as a temporary holding area, you can get to that directory faster by putting it in the root of your hard disk and making it start with a unique letter. For example, instead of assigning to *c:\doc\work*, use *c:\x\_work* (assuming you have no other folders that begin with *x*). That way, you can navigate to the folder from a dialog box by typing in sequence *Alt-D, Home, Enter* (to open the root), *x*, and *Enter* (to open the first directory beginning with *x*). If you're saving a file, type its name before you use these keys; if you're opening a file, use *Shift-Tab* to go back to the file list. For faster access, you can automate these steps with a Recorder macro.

## Shortcut This

If you're looking at a file or folder icon in Explorer, making a shortcut to that item is easy: Just right-drag the icon to the destination of your choice (desktop or other Explorer or folder window), and choose *Create Shortcut(s) Here* when you see the menu. But what if the folder or document you want a shortcut for is open? Here are a couple of tricks for getting around this problem:

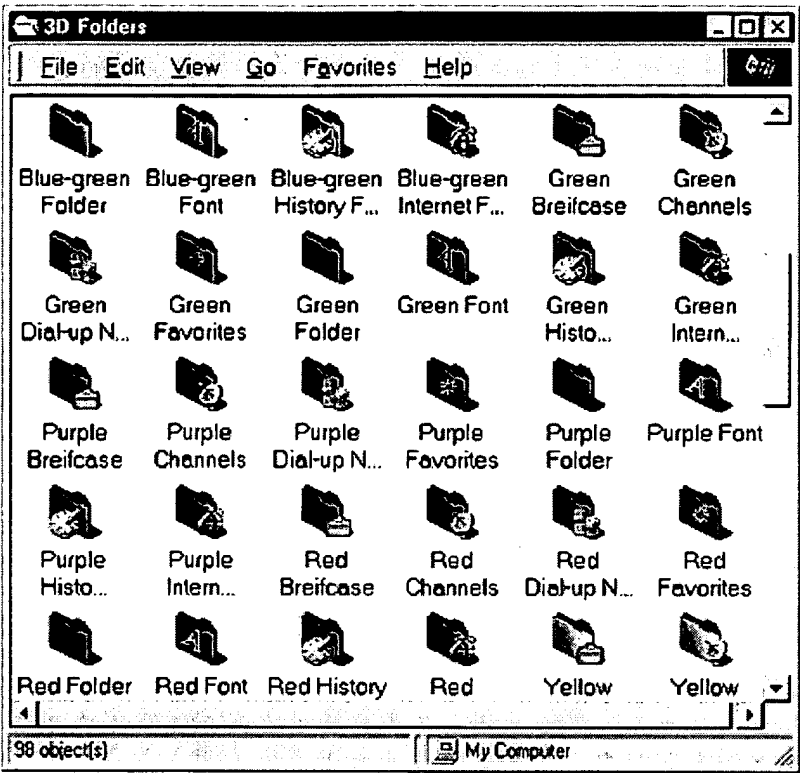
**Currently open folder (Win 95, NT 4.0).** Making a shortcut to a currently open folder is straightforward if you're using the two-pane Explorer window: Simply right-drag the folder icon from the tree pane. But if you're looking at an open folder window with no tree pane, use this work-around: Press *Backspace* to move up a level, and then right-drag the icon of the folder you were in.

**Currently open folder (IE 4.0, Win 98).** If you're working in Windows 98 or have installed the Windows Desktop Update for Internet Explorer, right-drag the folder icon in the upper left corner of the window (the one you click to see the Control menu) to the location of your choice.

**Currently open file.** If you're working on a file and want to save a shortcut to it without hunting down its icon in Explorer, perform the following steps: First, if you haven't previously saved the file to disk, do so now. To make the shortcut, choose *File, Save As*. The icon should be visible in the Save As dialog box. Right-drag the icon out of the dialog box, and drop it on the desktop or in any folder window. This tip assumes that your application uses the Windows 98 common file dialog boxes; Microsoft's own Word and Excel programs do not (see "[Differences Between Windows' and Office's Dialog Boxes](#),"). For those applications, try copying a shortcut from the *Start, Documents* menu (where your new file should appear). Open the menu, use the right-side mouse button to drag the icon to a new location; then choose *Copy Here* or *Create Shortcut(s) Here*.

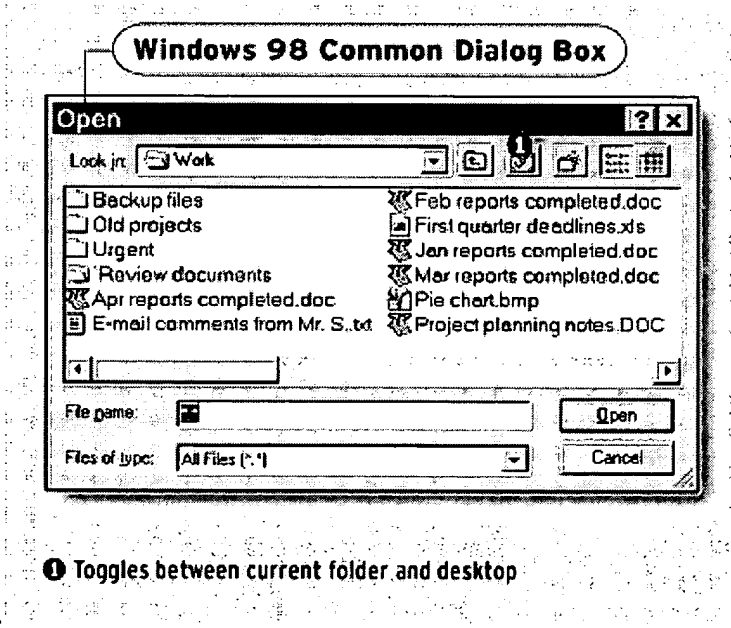
## Windows Toolbox: Make Folder Icons More Distinctive With 3DFolders

Folder shortcuts make fast work of directory and network navigation. But each shortcut has the same dull default icon. Windows offers no relief in the form of color coding, and it provides only a handful of alternative folder icons for remedying the situation. The solution? Try 3DFolders, a free collection by Matt Jorde that contains icons for any type of folder, each rendered in seven different colors. These handsome icons look best in 24 color, but their distinctiveness and color coding are equally effective if your system displays only 256 colors. Download [3DFolders](#) from PC World Online's FileWorld.

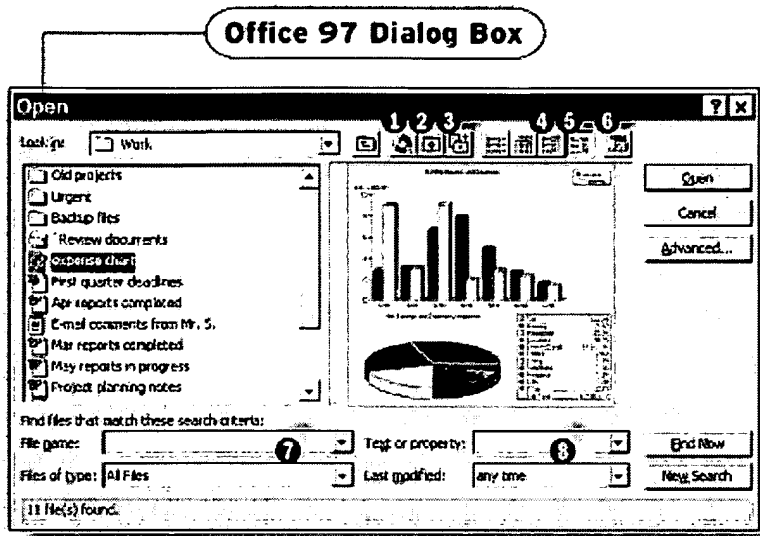


Differences Between Windows' and Office's Dialog Boxes

Windows 98's common dialog boxes differ in numerous ways from Office 97's. For example, While Windows 98's Open dialog has one feature tha Office 97's lacks--a button to toggle between the current folder's contents and the desktop's--Office 97's Open dialog has eight features all its ov Know the differences between the respective dialog boxes and you'll be able to make the most of each. The screen shots below identify the unqi



features of each dialog box.



**1** Launches browser for finding files on the Web

**2** Toggles between current folder and Favorites folder

**3** Adds current folder or selected item to Favorites folder

**4** Displays pane listing properties of selected item

**5** Displays preview pane for selected item

**6** Displays menu of commands for acting on selected item

**7** Drop-down list (not simply a box) of recent file specifications

**8** File-search features (replaced in Save As with customization options)

Windows Tips welcomes tips and questions and pays \$50 for published items. PC World Contributing Editor Scott Dunn is a principal author of *The Bible*, 2nd Edition (Peachpit Press, 1995).

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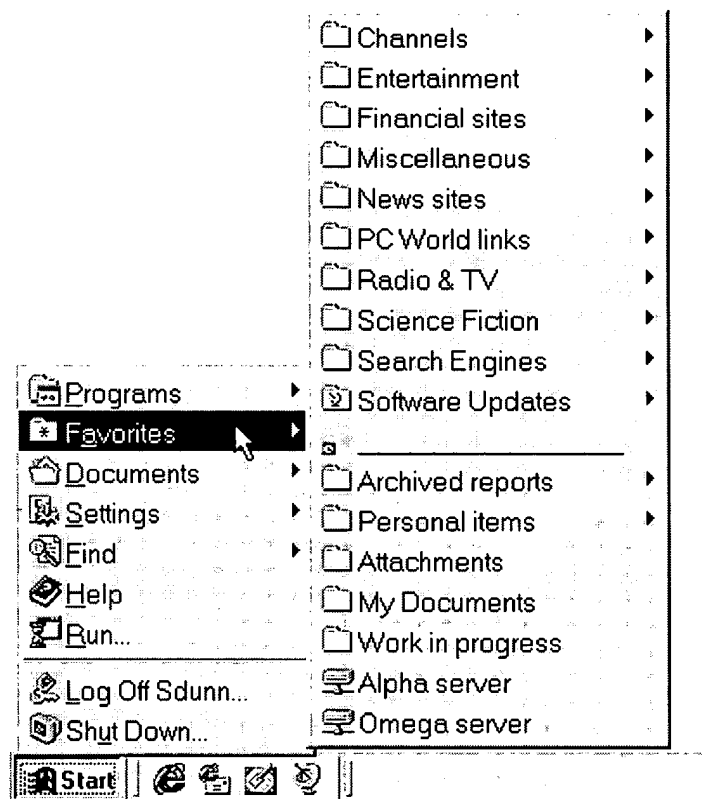
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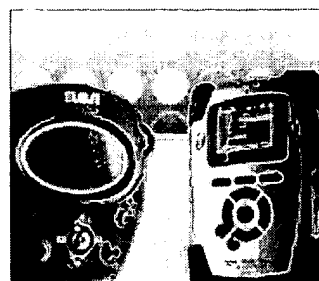
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Separate the Favorites menu into sections for local files and Web sites.

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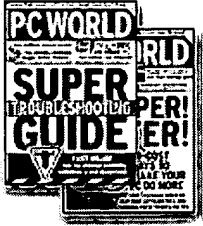


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Wednesday, February 11, 1998

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- Bookies bet on Oscar for Jack
- De Niro quizzed on hooker ring
- Carly Simon loses *Primary*

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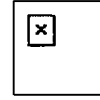
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